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## ABOUT THIS DOCUMENT

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This Instruction Kit is designed as a step-by-step guide to assist the user in filling up the webform. This document provides references to law(s) governing the webform, guidelines to access the application, instructions to fill the webform at field level and important check points while filling up the webform along with other instructions to fill the webform.

*User is advised to refer to the respective instruction kit for filing of webform.*

This document is divided into following sections:



**Part I – Law(s) governing the webform**



**Part II – Accessing the webform MSC-4**



**Part III – Instructions to fill the webform**



**Part IV – Key points for successful submission**

*Click on any section link to refer to the particular section.*

## 1 PART I – LAW(S) GOVERNING THE WEBFORM

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Pursuant to Section **455(5)** of the Companies Act, 2013 read with Rule **8** of the Companies (Miscellaneous) rules, 2014.

### 1.1 Purpose of the webform

A dormant company can file an application to ROC in webform MSC-4 for seeking the status of an active company along with fees as provided in the Companies (Registration Offices and Fees) Rules, 2014.

### 1.2 Important Check Points while filling up the webform

- ✓ *Please read instructions and guidelines carefully before filling online application form.*
- ✓ *Please attach the required mandatory supporting documents in the specified format only.*
- ✓ *Please ensure that applicant of the webform is registered at the MCA portal before filing the webform.*
- ✓ *Please note that the company for which the webform is being filed shall be registered with MCA and shall have a valid and approved CIN.*
- ✓ *Please ensure that the DSC attached in the webform is registered on MCA portal against the DIN/DPIN/PAN/Membership number as provided in the form.*
- ✓ *Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC and an approved DIN/DPIN or a valid PAN/Membership Number, as applicable.*
- ✓ *Please ensure that no other 'MSC-4' webform is pending for approval against the company for which the webform is being filed.*
- ✓ *Please ensure that no other webform (other than webform 'Refund', if any) is pending for processing against the company for which the webform is being filed.*
- ✓ *Please note that in case of resubmission, application of 'MSC-4' shall be available in the application history of the user and T+15 days (where T is the date of marking the application as 'Resubmission Required') should not have elapsed.*
- ✓ *Please ensure that a valid and approved SRN of 'MSC-1' webform of the respective company is available with the user while filling up this webform.*
- ✓ *Please ensure that a valid and approved SRN of 'MSC-3' webform, if any, of the respective company is available with the user while filling up this webform.*
- ✓ *If the space within any of the fields is not sufficient to provide all the information, then additional details can be provided as an optional attachment to the webform.*
- ✓ *Please check for any alerts that are generated using the "Notifications and alerts" function under the 'My Workspace' page in the FO user dashboard on the MCA website.*

## 2 PART II – ACCESSING THE WEBFORM MSC-4

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### 2.1 Application process for webform MSC-4

#### 2.1.1 Initial Submission

##### 2.1.1.1 Option 1

**STEP 1:** Access MCA homepage

**STEP 2:** Login to MCA portal with valid credentials<sup>1</sup>

**STEP 3:** Select “MCA services” and further select “E-Filing”

**STEP 4:** Access “Company Forms Download”

**STEP 5:** Navigate to the header “Filing by Dormant Companies”

**STEP 6:** Access “Application for obtaining active status (MSC-4)”

**STEP 7:** Enter CIN information<sup>2</sup>

**STEP 8:** Search CIN using the search option (optional)<sup>3</sup>

**STEP 9:** Select CIN from the dropdown option (optional)<sup>4</sup>

**STEP 10:** Fill up the application

**STEP 11:** Save the webform as a draft (optional)<sup>5</sup>

**STEP 12:** Submit the webform

**STEP 13:** SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

**STEP 14:** Affix the DSC

**STEP 15:** Upload the DSC affixed pdf document on MCA portal

**STEP 16:** Pay Fees (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation and complete the payment within 7 days of successful upload of DSC affixed document or due date of filing of the webform + 2 days, whichever is earlier, the SRN will be cancelled)

**STEP 17:** Acknowledgement is generated

##### 2.1.1.2 Option 2

**STEP 1:** Access MCA homepage

**STEP 2:** Access webform MSC-4 through search bar on MCA homepage (website search)<sup>6</sup>

**STEP 3:** Login to MCA portal with valid credentials

**STEP 4:** Enter CIN information<sup>2</sup>

**STEP 5:** Search CIN using the search option (optional)<sup>3</sup>

**STEP 6:** Select CIN from the dropdown option (optional)<sup>4</sup>

**STEP 7:** Fill up the application

**STEP 8:** Save the webform as a draft (optional)<sup>5</sup>

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<sup>1</sup> In case Option 1 is selected, the user will have an option to either login immediately after accessing the MCA homepage, or login after selecting “Application for obtaining active status (MSC-4)” in case the user is not already logged in.

<sup>2</sup> In case the user filling the webform is a company user then, CIN and company name will be auto populated based on the user id from which the user logs in.

<sup>3</sup> In case the user filling the webform is a professional user, a search option will be provided on the page allowing the user to search for the CIN basis the name of the company.

<sup>4</sup> In case the user filing the webform is any other business user, a dropdown option containing a list of all the CIN and corresponding company name for companies where the user is associated shall be displayed.

<sup>5</sup> The option to save the webform as a draft shall be enabled once the user enters CIN.

<sup>6</sup> In case Option 2 is selected, the user will have an option to either login immediately after accessing the MCA homepage or login after performing the website search.

**STEP 9:** Submit the webform

**STEP 10:** SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

**STEP 11:** Affix the DSC

**STEP 12:** Upload the DSC affixed pdf document on MCA portal

**STEP 13:** Pay Fees (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation and complete the payment within 7 days of successful upload of DSC affixed document or due date of filing of the webform + 2 days, whichever is earlier, the SRN will be cancelled)

**STEP 14:** Acknowledgement is generated

### 2.1.2 Resubmission

#### 2.1.2.1 Option 1

**STEP 1:** Access MCA homepage

**STEP 2:** Login to MCA portal with valid credentials

**STEP 3:** Access application history through user dashboard

**STEP 4:** Select webform MSC-4 application with status as 'Resubmission required'

**STEP 5:** Fill up the application

**STEP 6:** Save the webform as a draft (optional)<sup>5</sup>

**STEP 7:** Submit the webform

**STEP 8:** SRN is updated

**STEP 9:** Affix the DSC

**STEP 10:** Upload the DSC affixed PDF document on MCA portal<sup>7</sup>

**STEP 11:** Resubmission of webform (In case the user does not complete re-submission of the form and upload the DSC affixed PDF document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 15 days OR till the time this is submitted, whichever is earlier)

**STEP 12:** Acknowledgement is generated

#### 2.1.2.2 Option 2

**STEP 1:** Click on the link provided in the notification email sent (received for resubmission)

**STEP 2:** Login to MCA portal with valid credentials

**STEP 3:** Fill up the application

**STEP 4:** Save the webform as a draft (optional)<sup>5</sup>

**STEP 5:** Submit the webform

**STEP 6:** SRN is updated

**STEP 7:** Affix the DSC

**STEP 8:** Upload the DSC affixed PDF document on MCA portal<sup>7</sup>

**STEP 9:** Resubmission of webform (In case the user does not complete re-submission of the form and upload the DSC affixed PDF document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 15 days OR till the time this is submitted, whichever is earlier)

**STEP 10:** Acknowledgement is generated

<sup>7</sup> For the SRN's that are marked 'Resubmission required', the user is required to update the details in the webform and complete submission including the upload of DSC affixed PDF within 15 days from the date the BO user has sent the SRN back for resubmission.

### 3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

#### 3.1 Specific instructions to fill the webform MSC-4 at Field Level

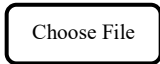
*Instructions to fill webform MSC-4 are tabulated below at field level. Only important fields that require detailed instructions are explained. Self-explanatory fields are not explained.*

Field No.	Field Name	Instructions
1 (a)	Corporate Identity Number (CIN)	<ul style="list-style-type: none"> <li>i. In case of company users, CIN of company shall be pre-filled based on the user id.</li> <li>ii. In case of professional users, a search option shall be provided to search the CIN basis the company name. Either full name of the company or partial name can be used to search the company.</li> <li>iii. In case of other business users, a dropdown option is provided containing the list of CIN with which the user is associated.</li> </ul>
3 (a)	Service Request Number (SRN) of Form No. MSC-1 filed form seeking status of dormant company	Enter a valid and approved SRN of webform ‘MSC-1’ associated with the CIN entered in field number 1 (a) i.e., “Corporate Identity Number (CIN)”, filed for seeking status of dormant company.
3 (b)	Service Request Number (SRN) of latest return filed in Form No. MSC-3 , if any	<ul style="list-style-type: none"> <li>i. Enter a valid and approved SRN of latest webform ‘MSC-3’ associated with the CIN entered in field number 1 (a) i.e., “Corporate Identity Number (CIN)”, filed for indicating financial position of dormant company.</li> <li>ii. This field shall be mandatory in case difference between system date and date of issue of certificate for dormant status is equal to or greater than one year.</li> </ul>
6	I..... do hereby apply for changing the status of the Company from Dormant to Active as per the provisions of sub- section (5) of section 455 of the Companies Act, 2013	Enter the full name of the person applying for active status on behalf of the company and who is duly authorized by the board of directors of the company.
	<b>Attachments:</b>	All the attachments shall be either in PDF or .jpg format. The size of each individual attachment can be up to 2MB.
	Optional attachment(s) - if any	<ul style="list-style-type: none"> <li>i. This field can be used to provide any other information.</li> <li>ii. Please note that the user has an option to upload up to five optional attachments.</li> </ul>
	I am authorised by the Board of Directors of the Company vide resolution no.  dated  (DD/MM/YYYY) to sign this form and declare that all the requirements of Companies Act, 2013 and the	<ul style="list-style-type: none"> <li>i. Enter the board resolution number and date of the board resolution via which the signatory of this form is authorised.</li> <li>ii. Date entered in this field should be less than or equal to system date and equal to or greater than incorporation date.</li> </ul>


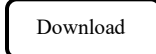
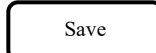

Instruction Kit for webform MSC-4  
(Application for obtaining active status)

Field No.	Field Name	Instructions
	rules made thereunder in respect of the subject matter of this form and matters incidental thereto have been compiled with. It is further declared that all the required attachments have been completely, correctly and legibly attached to this form.	
	<b>To be digitally signed by</b>	<ul style="list-style-type: none"> <li>i. Select one of the options from the drop-down list – Director / Manager / Company Secretary / CEO / CFO.</li> <li>ii. In case the person digitally signing the webform is a Director - Enter the approved DIN.</li> <li>iii. In case the person digitally signing the webform is Manager, Chief Executive Officer (CEO) or Chief Financial Officer (CFO) – Enter approved DIN or a valid income tax PAN.</li> <li>iv. In case the person digitally signing the webform is a Company Secretary – Enter a valid membership number.</li> <li>v. Disqualified director shall not be able to sign the form.</li> </ul>
	Designation	
	Director identification number of the director; or DIN or PAN of the manager or CEO or CFO; or Membership number of the company secretary	
	<b>Certificate by Practicing Professional</b>	<ul style="list-style-type: none"> <li>i. This certificate is optional in case the company for which the webform is being filed is an OPC or a small company.</li> <li>ii. The webform shall be certified by a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice) or company secretary (in whole-time practice) by digitally signing the webform.</li> <li>iii. Select the relevant category of the professional and whether he/she is an associate or fellow.</li> <li>iv. In case the professional is a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice) then enter the membership number.</li> <li>v. In case the practicing professional is a company secretary (in whole-time practice) then enter the certificate of practice number.</li> </ul>
	Chartered Accountant (in whole-time practice) or	
	Cost Accountant (in whole-time practice) or	
	Company Secretary (in whole-time practice)	
	Whether Associate or Fellow	
	Membership number	
	Certificate of practice number	

### 3.2 Other instructions to fill webform MSC-4

Buttons	Particulars
	<ul style="list-style-type: none"> <li>i. Click the ‘Choose File’ button to browse and select a document that is required to be attached as a supporting to webform MSC-4.</li> <li>ii. All the attachments should be uploaded in <b>PDF or .jpg format</b>. The total size of the document being submitted can be <b>up to 10 MB</b>.</li> <li>iii. The user has an option to attach multiple files as attachments within the webform.</li> </ul>

Instruction Kit for webform MSC-4  
(Application for obtaining active status)

Buttons	Particulars
	The user has an option to remove files from the attachment section using the “Remove” option provided against each attachment.
	The user has an option to download the attached file(s) using the “Download” option provided against each attachment.
	<ul style="list-style-type: none"> <li>i. Click on Save button for saving the application in a draft form at any given point in time prior to submitting the webform.</li> <li>ii. This is an optional field and the “Save” option will be enabled only after entering the <i>CIN</i>.</li> <li>iii. On saving the webform, all the information filled in the webform will be saved and can be edited/updated till the time webform is submitted.</li> <li>iv. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.</li> </ul>
	<ul style="list-style-type: none"> <li>i. This is a mandatory field.</li> <li>ii. When the user clicks on the submit button the details filled in the webform are auto saved and the system verifies all the webform, incase errors are detected the user will be taken back to webform and all the relevant error messages shall be displayed.</li> <li>iii. In case at the submission of webform no errors are detected by the system the submission will be successful.</li> </ul>

#### 4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

##### 4.1 Fee rules

S#	Purpose of webform	Normal Fee	Additional (Delay Fee)	Logic for Additional Fees	
				Event Date	Time limit (days) for filing
1	Seeking status of active company	The Companies (Registration Offices and Fees) Rules, 2014	NA	NA	NA

*Fee payable is subject to changes in pursuance of the Act, or any rule or regulation made, or notification issued thereunder.*

##### 4.1.1 The Companies (Registration Offices and Fees) Rules, 2014

Table 1

S#	Application made	Other than OPC & Small company (INR)	OPC & Small company (INR)
1	By a company having an authorized share capital of: a) Up to INR 25,00,000	INR 2,000	INR 1,000



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	b) Greater than INR 25,00,000 but up to INR 50,00,000	INR 5,000	INR 2,500
	c) Greater than INR 50,00,000 but up to INR 5,00,00,000	INR 10,000	INR 10,000
	d) Greater than INR 5,00,00,000 but up to INR 10 crore or more	INR 15,000	INR 15,000
	e) Greater than INR 10 crore	INR 20,000	INR 20,000
2	By a company limited by guarantee but not having a share capital	INR 2,000	NA
3	By a company having a valid license issued under section 8 of the Act (Section 8 Company)	INR 2,000	NA

#### 4.2 Processing Type

Webform MSC-4 shall be processed in non-STP mode.

#### 4.3 Useful links

1. Link to access webform MSC-4: <https://www.mca.gov.in/MinistryV2/companyformsdownload.html>
2. FAQs related to e-filing: <https://www.mca.gov.in/MinistryV2/efiling.html>
3. Payment and Fee related Services: <https://www.mca.gov.in/MinistryV2/paymentservices.html>

#### 4.4 Rejection codes

Rejection Code	Description
1	Information given is incorrect.
2	Annual filings are not done
3	Mandatory filings are not done
4	Others (Text can be entered).